13 October 1958

MEMORANDUM FOR : Chief, RID

SUBJECT   : Training of Name Tracers

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    1. One of the students at the CS Returnee Course, which ███████
and I addressed on 8 October 1958, raised the very sound point that
there are probably many name tracers at work in the CS who are not
sufficiently well trained to be relied upon to furnish sound correction
and destruction instructions. This situation becomes quite critical as
we make the correction feed-back procedure mandatory; as you are probably
aware an instruction to this effect is currently being printed.

    2. I had thought until now that we should engage this fall in
another briefing exercise, division by division, with the records officers
who are responsible for the supervision of the 362 correction procedure
in their own areas. I now wonder whether this will be sufficiently
effective, and furthermore I am now burdened with other chores to which
I should give priority. I would like to suggest therefore that your
Training Officer staff out with people in your shop, with OTR, and some
of the best qualified name tracers in divisions, a proposal along the
following lines:

        a. The Machine Branch is in a position to run a roster by name
or branch of all individuals who put in name check requests to RID.

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        b. This list should be furnished ████████████████████████████
We have here an opportunity to discriminate, as they review returns of
362's, between individuals who understand the process and use it well
and those who need training. We should avoid dragging into the course
people who know exactly what they are doing.

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        c. By the same token ████████████████████████████ can identify
those tracers in divisions who do their job exceedingly well and who
might be called upon to participate in teaching the course. I am sure
we can prevail upon the divisions to allow us to use the services of
such individuals, half-time for a week or two, for this purpose, especially
if we rotate the chore.

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        d. Jointly with OTR ████████████████████ has taken an interest in
this subject in the past and might be available again) draw up a course
outline to include all essential subjects, for half-time presentation, as

many mornings as it will take. A week ought to do the trick. Include in the presentation such subjects as:

> nature and size of our collection;
> limits of our collection;
> content of other collections in town and when and how to consult them;
> routine and priority tracing methods;
> responsibility for purging and correcting cards;
> responsibility for 201 consolidation;
> methods for both processes;
> document destruction procedures and authentication;
> and adequate seminar time to deal with suggestions.

Other subjects will probably pop up as the outline is staffed out.

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    e. Determine the total number of students from the ███████ list and establish course frequency and capacity.

    f. Drag 'em in.

3. I don't believe it will be unduly hard to get the students to participate in this program; senior name tracers and CE officers will probably see that they do. While not all name tracers are records officers, most records officers are name tracers; hence, those who are not yet adequately aware of their particular role in the scheme of things will get into the course.

4. What do you think?

                                    █████████████   25X1A9a
                                    Assistant
                        Executive Officer, DDP